



STARS NEWS

Standard Accounting and Reporting System

iManage Program STARS Project

December 11, 2008

STARS Upgrade Beginning January 2009

The iManage STARS Team is pleased to announce an upgrade to Oracle Federal Financials will begin in January 2009. In order to accomplish this within a reasonable timeframe and not affect the 2009 Financial Statement audit, the expected delivery date for this upgrade is the January – March, 2010 timeframe or, in other words, 2nd quarter 2010.

Although this is not considered a major upgrade, there is a tremendous amount of work to be done. The same project team that has supported you since the STARS go-live in 2005 will be performing this upgrade. Since human cloning has not been perfected, the on-going Operations and Maintenance support will be baselined and placed on life support.

So, what does this mean to our users? Emergency or critical system change requests (SCRs) and Help Desk tickets will be reviewed to determine if, in fact, the issue is 'critical' before it is worked. Other changes and enhancements will continue to be logged and will be addressed after the upgrade has been completed, tested, and implemented. The project team will continue to support month-end, quarter-end, and other critical processing periods.

How can you help? With our legacy systems, a DISCAS/MARS functional user's group existed. One of the main purposes of this group was to coordinate/consolidate change requests before requests were submitted to Headquarters for action. This is a perfect time to establish a similar group for STARS. This would help to verify issues and to make sure enhancements are coordinated at a local level before they are submitted. We will be contacting each office in the near future for this point of contact.

In addition, as the STARS Team moves forward with the upgrade process, we will be requesting copies of existing procedures, and asking for volunteers to assist with testing of the upgrade. Our success is dependent on in-depth testing and understanding of the new capabilities and features of the upgrade. Therefore, our success is dependent on our users!

We will continue to update you on our progress and we will communicate the changes and enhancements that the upgrade will offer as we gain a better understanding of the upgrade. Thank-you in advance for your patience and for taking the time to help us work through this major task!

Upgrade Activities

Activities in preparation for upgrade:

- ➔ Communicate, Communicate, Communicate!
- ➔ Begin installing and testing Oracle Federal Financials 11.5.10
- ➔ Review existing System Change Requests (SCRs) and determine what changes can be postponed
- ➔ Review and work critical Help Desk tickets and SCRs, as needed
- ➔ Continue to record SCRs to be addressed after the upgrade has been implemented
- ➔ Identify POCs from each Field Office
- ➔ Reestablish the Accounting/System Working Group
- ➔ Gather existing DOE procedures
- ➔ Test, Test, and Test with Field Office participation
- ➔ Continue to support month-end, quarter-end, and other critical processing periods